

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Strategic Planning Meeting

Date and Time

Saturday January 28, 2023 at 9:00 AM

Trustees Present

Bela Gorman, Benjamin Hammel, Dawn Capello, Laura Burgess, Maura Webster, Nicholas Poirier, Raul Porras, Roger Jarrett, Sheila Kelly, Zakery Prescott

Trustees Absent

Jill Schafer, Sowmini Sampath

Guests Present

Ellen Linzey, Jessica Bowen, Mike Nawrocki, Padmaja Bandaru, Sara Snow

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Raul Porras called a meeting of the board of trustees of Advanced Math & Science Academy Charter School to order on Saturday Jan 28, 2023 at 9:00 AM.

II. Board Education and Material Review

A. Board Goals vs. Management Goals Presentation

See attached slides presented by Gina Fafard from BoarOnTrack.

Gina went over the responsibilities of the Board versus the ED...who owns what? The title of Executive Director, Head of School, and CEO are interchangeable.

Goals and targets

The board sets the direction, the purpose, and a timeline. The Executive Director gets you
What do they share? Start with mission and use it as a compass.

Can't live without
Finance
Academic Excellence
Development
Governance
CEO Support and Evaluation

When a board needs to do work on a specific project or initiative, they can set up an ad hoc working group or task force. A task force does not have to comply with Open Meeting Law if there is less than a quorum of the board, and its sole purpose is to bring information or recommendations back to the board. Once the work is complete, the task force disbands.

Board Goals should be over reaching achievements, with targets, metrics, and benchmarks with a timeframe.

Visibility is important. The board must communicate!
The Parent Rep can be used to hear complaints, but the BOT is not responsible for school management. Parents and teachers need to be educated to go directly to the Executive Director or the Administration with complaints. It is always good for the Board to know about trends with parents and teachers, but it is not the Board's responsibility to address them.

School level and Board level committees are different.
The goals set in the Ed Committee should be high level.
The work requires troops on the ground.

The principal works at ground level and can bring it to committee, who then vets it and will make a final recommendation to the full board.

How do you handle questions from faculty or parent reps that are operational questions?
Public comment is usually operational in nature. the public may comment but the Board does not have to address the subject. You can say that you will take note of the comment and say thank you. If you address it, it can easily go rogue.

It is important to make sure the rules for public speak are clear. Providing a piece of paper that explains the rules, such as limiting the time per person for public comment..for example 2 minutes.

When parents or faculty show up for problems, make the rules clear. Put wording in the agenda, in the meeting template, on Facebook and on the sign up page.

ACTION: Sara will provide a way for the public comment rules to be publicized.

Key decisions..see chart in slide presentation.

Common Board mistakes:
No goals
No agenda or minutes
No tracking or deadlines
Lack of accountability to the board. missed deadlines
A few members doing all the work, which leads to burnout

The board should:

Work together as a team.
Know what everyone is working on.
Manage through BoardOnTrack
Governance Committee runs air traffic control.

Great charter schools have great boards.

Raul suggested that the Board use BoardOnTrack as a resource.

B. Review Interview Summary from EOS

Summary
Put responsibilities into buckets...Board vs ED

What stood out?
What surprised you?
What didn't surprise you?
Did you learn anything new?

Better communication about the board.
Venn diagram was helpful.
The difference between town school board vs. charter school board.

Lots of school boards overstep too.
Ben commented that he looks at board business through the Board lens but he looks at it as a parent as well...Ben has two perspectives.

The PTO needs to know that the board is not responsible for day to day school management.

Goals should always starts with the mission.
Document the goals and why the committee made the choice.
Historical institutional knowledge is important regarding the mission, core values, and the vision. We need a system that can be passed along to future board members.

The board needs to develop metrics that the board can use to measure their goals and make sure their goals are attainable. Set three realistic goals, with a commitment to execution and tracking. Capture knowledge and track progress.Perhaps quarterly to review progress.
Follow through!

2023-2024 Goals: Every goal should have a roadmap and identify those who are working on it. For example, teacher salaries.

ACTION: Raul will fill the document library in BoardOnTrack.
We should commit to this.

III. Working Session - Goal Setting

A. Discuss Focus Areas and Goals Spreadsheet

Let's pick 3 things to focus on. Each focus will have:

1. Goal
2. Target
3. Steps

Leadership

Celebration of Knowledge Resources

Create atmosphere of celebration of knowledge. They have to be able to pay teachers to do this work. Support staff financially to help sustain this environment. Support and build a content driven workforce.

Resources- Capital development
Foster atmosphere of celebration of knowledge- Retention/Compensation
Board Leadership- transition/strength

B. Committee breakouts

See attached summary of Board work session.

IV. Working Lunch

A. Marketing & Engagement Toolkit Presentation

See attached slides presented by Marcy Eckel.

V. Closing Items

A. Adjourn Meeting

Roger Jarrett made a motion to adjourn.

Nicholas Poirier seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- 1-28-23 AMSA Board&CEO Partnership.pdf
- 1-28-23 BoT Strat Planning 2023 -final.pdf
- 1-28-23 Elevator Pitch Notes from Board Strategic Planning.pdf
- 1-28-23 2023 Board Retreat M Eckel Slides.pdf